

Harney Education Service District

SUPERINTENDENT POSITION POSTING

Location: Burns, OR

Base Salary: Starting at \$130,000 (Depending on Experience) plus a competitive benefits package

Contract Days: 240 days with 7 paid holidays

Closing Date: Open Until Filled

Starting Date: July 1, 2026

Harney Education Service District (HESD) board of directors is seeking a highly qualified candidate with visionary leadership skills and successful experience in education administration to serve as their

superintendent. The superintendent will also serve as an Educational Program Director, Administrator of six small school districts, Special Education Director, and oversee and support the Early Childhood Center.

The successful candidate must have experience as an administrator, excellent communication skills, unquestionable integrity, the highest level of professionalism and ethics, and a willingness to reside in Harney

County and become involved in community organizations. This candidate must hold or qualify for an Oregon

Superintendent's License (Professional Administrator) when beginning the position. The candidate should

exhibit the following qualities and qualifications:

- Have strong personal and professional integrity and honesty.
- Possess leadership characteristics and professional skills which promote confidence, teamwork, and mutual respect.
- Outstanding budget and finance skills; strong knowledge of ODE budgeting requirements and compliance with Oregon law as well as federal law.

- Provide advocacy throughout the community, regionally, and statewide on the importance of ESDs.
- Exhibit excellent written and verbal communication skills with the ability to provide consistent and supportive communication.
- Have a strong investment in student achievement and success and value the role of special education.
- Experience in public school administration policy is highly desirable, as well as experience with school board policy and procedures.
- Background in teaching and administration at multiple levels; preferably in small rural communities.
- Strong background in curriculum, instruction, assessments, systems of support, and school improvement.

Responsibilities:

The superintendent is responsible for managing a \$3.8 million general fund budget. Harney ESD is one of the five “small” ESDs of the 19 ESDs in Oregon. Your advocacy of maintaining appropriate funding levels is critical to ongoing success. HESD is floor-funded, which creates stability and offers the challenge of providing consistent, sustainable services to our component districts in uncertain economic conditions with inflationary measures. The superintendent sees that the development, authorization, and the maintenance of an appropriate budgetary process is created and sustained.

The superintendent oversees a staff of approximately 40 employees, with the majority of these staff residing at the Early Childhood Center. The superintendent will lead, mentor, and coach a small staff at the main ESD office. It is the superintendent’s responsibility to staff the ESD with competent people who are delegated

authority commensurate with their responsibilities. Most staff members wear “multiple hats,” and it is within the scope of the superintendent’s responsibility to recognize and promote staff strengths to meet the needs of the ESD and component districts. The superintendent defines the duties of all personnel and sees that the appropriate training is conducted.

The mission of Harney ESD is to support our component school districts and the State of Oregon in providing excellent and equitable educational opportunities and successful learning environments for all Harney County students. Making a difference is what we are about, and doing whatever it takes to support our schools.

Harney ESD provides Local Service Plan (LSP) Resolution Services as outlined in the Oregon Division 24 standards to 10 school districts in Harney County: Burns/Hines SD3, Crane Elementary SD4, Crane Union High School SD #UH1J, Diamond Elementary SD7, Double O SD28, Drewsey Elementary SD13, South Harney (Fields) SD33, Frenchglen SD16, Pine Creek SD5, and Suntex SD10. Resolution services include coordinating services in Programs for Children with Special Needs, School Improvement, Administration, and Technology. In addition to that, HESD has contracted services that the Superintendent is responsible for effectively implementing and maintaining for sustainability.

The Superintendent is responsible for establishing and maintaining relationships with community groups, which are interested or involved in the education programs of the District, establishing and maintaining relationships with other ESDs, the State Department of Education, colleges and universities, and the U.S. Department of Education.

Application Procedure:

Submit the following items to:

Holly York, Administrative Assistant

Harney Education Service District

25 Fairview Heights Loop

Burns, OR 97720

Phone # 541-573-4836

Email: yorkh@harneyesd.k12.or.us

- A letter of interest that addresses how you meet the specific qualifications for the position
- A current resume detailing administrative and fiscal experience
- Three current letters of recommendation
- Copy of Oregon Administrative Licensure
- Harney ESD Application for Employment

Please contact Holly York with questions regarding the application process or for additional information.

CLOSING DATE: Open Until Closed